



Post Office Box 94111  
Baton Rouge, LA 70804-9111

[www.civilservice.la.gov](http://www.civilservice.la.gov)

**SHANNON S. TEMPLET, DIRECTOR**  
Phone: 225-342-8274  
Fax: 225-342-8058  
TDD: 800-846-5277  
Toll Free: 866-783-5462

## ***HR Handbook Update No. 2014 – 0007***

**Issue Date:** May 9, 2014

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** Policy addendum for Optional Pay Adjustments in accordance with Civil Service Rule 6.16.2

At the May 7, 2014 meeting, the SCS Commission approved an Optional Pay Policy addendum for agencies to attach to existing approved optional pay policies from April 2, 2014 through April 1, 2017.

This addendum has been placed on the SCS website at the following location:

HR Handbook Chapter 6 → Job Aids and Resources → Pay → Optional Pay Adjustments Implementation Guidelines → Optional Pay Policy Addendum.

**REASON FOR THE CHANGE:** In order to allow agencies to be in compliance with the new Chapter 6 Rules without immediately updating their policies for commission approval. Agencies may attach this addendum to a currently approved policy for up to three years.

**EFFECTIVE DATE:** April 2, 2014

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templett  
Director